

**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
OFFICE OF THE CLERK
Ocala Division**

**VACANCY ANNOUNCEMENT
Part-Time Pro Se Staff Attorney**

JSP 11 - 14 - \$45,285 - \$99,150 *

* Starting salary commensurate with work experience, Bar membership, and prior pay history.
The salary listed above is for full-time, part-time will be pro-rated.

Announcement No. 03-01

Available: Immediately

REPRESENTATIVE DUTIES

The Pro-Se Staff Attorney provides legal advice and assistance to the Court in connection with prisoner petitions and complaints.

MINIMUM QUALIFICATION REQUIREMENTS

To qualify for the position, one must be a law school graduate at the time of appointment, possess excellent research and writing skills, be willing to work long hours and travel to the prisons when required. Bar membership, experience on the Editorial Board of Law Review, and/or publication of noteworthy article is preferred.

INFORMATION FOR APPLICANTS

Employment with the United States District Court offers a generous benefit package, civil law experience at the federal court level and an environment guaranteeing significant responsibility and challenge. This position is funded by the Administrative Office on a fiscal year requirement based upon the Court's workload.

Applicants must submit two (2) copies of cover letter and current resume with both day and evening phone numbers, salary history, transcript and writing sample to Human Resources Director, Attention: 03-01, Clerk's Office, U.S. District Court, 80 N. Hughey Avenue, Room 300, Orlando, Florida 32801. Resumes must be received by November 1, 2002. Facsimiles will NOT be accepted.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER
(See reverse side for employee benefits)

* Starting salary commensurate with work experience, Bar membership, and prior pay history.
The salary listed above is for full-time, part-time will be pro-rated.

EMPLOYEE BENEFITS



Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

- Thirteen (13) days of paid vacation per year for full time employees the first three years of employment. Up to 26 days per year thereafter. Part-time employees receive a pro-rated amount of vacation hours.
- Participation in a retirement program.
- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- A minimum of ten (10) paid holidays per year.
- Prescribed salary progression through classification level with acceptable performance.
- Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.



The United States District Court for the Middle District of Florida serves a 35-county area in mid-Florida, with a population in excess of seven million people. The Clerk's Office is headquartered in Orlando, with full time divisional offices located in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida. The Clerk's Office is responsible for providing clerical and administrative support to all areas of the federal judicial administrative process.